



Personnel Committee Report  
June 25, 2018

The Personnel Committee met on Wednesday, February 21, and Wednesday, April 18, 2018 at 3 pm. Members of the committee consist of Mr. Joe Cummings (Committee Chair) and Mr. John Vargas. Mr. J.J. Lewis, President & CEO, serves as an ex-officio member, and Mr. Miguel Aguilar, Executive Assistant to the CEO, serves as secretary.

Mr. Lewis provided highlights from the Staff Report (the entire Staff Report can be found online, in our Personnel Committee Meeting Packets):

CalSTRS Audit

We were selected to participate in an audit of CalSTRS by their external auditor, CROWE. Lisa Fishman, Director of Operations, submitted our information to CROWE prior to their December 31 deadline.

Performance Plans

Bamboo HR is our HRIS system. In addition to tracking credentials for our staff, mandatory training, and leave balances (they also request leave from the system), we have expanded it to include our Performance Planning system. From February 21 through March 7, our Self Review will be released for staff through Bamboo.

Celebrations

April 25<sup>th</sup> – Administrative Professionals Day

- CCS has two (2) administrative professionals

May 1<sup>st</sup> – School Principals Day

- CCS has the following academic leaders:
  - Erin Smith, Online Learning Manager
  - Kristy Smith, Options Learning Manager
  - Steven Thompson, Online Elementary School Coordinator
  - Melissa Blitzstein, Online Middle School Coordinator
  - Janae Smith, Online High School Coordinator

May 7<sup>th</sup> – 11<sup>th</sup> – Teacher Appreciation Week

- CCS has the following groups of teachers:
  - 19 Educational Facilitators
  - 13 Elementary School Teachers
  - 18 High School Teachers
  - Seven (7) Middle School Teachers
  - Four (4) Special Education Instructors

May 8<sup>th</sup> – National Teacher Appreciation Day

May 9<sup>th</sup> – California Day of the Teacher

May 20<sup>th</sup> - 26<sup>th</sup> – Classified School Employees Week

#### Compensation Study

We are working with Edgility to conduct a CMO Compensation Study, which will include focus groups of our staff, a review of peer organizations, and ultimately lead to a salary structure and set of recommendations to consider. The goal is to understand our competitive compensation levels and benefits organizations compared to peer organizations and to have an internal salary structure that ensures internal equity and external market competitiveness. A final report will be delivered in early June.

#### All-Staff Retreat

We will be hosting our annual in-person All-Staff Retreat at the DoubleTree by Hilton Hotel Golf Resort Palm Springs from Wednesday, August 8 through Saturday, August 11. The Retreat will focus on department, division, and committee collaboration and calibration for the upcoming school year, and is being planned by Lisa Fishman (logistics) and our new Professional Learning Sub-Committee (agenda).

#### Leadership Book Club

We have a quarterly Leadership Book Club series for our leadership team. The summer book is *The Power of a Positive Team* by Jon Gordon.

Mr. Lewis led the committee in a review of the 2018-19 Employee Handbook at the February meeting. He led the committee through a second review at the April meeting.

*The Personnel Committee voted unanimously to recommend approval of the 2018-19 Employee Handbook to the full Board of Directors.*

The Personnel Committee will reconvene at the start of the 2018-19 school year.

Respectfully Submitted,

Mr. Joe Cummings  
Board Member &  
Personnel Committee Chair